

Minutes
City of Burlington Plan Commission
Police Dept. Courtroom
July 8, 2008 6:30 p.m.

Mayor Miller called the Plan Commission meeting to order this Tuesday evening at 6:30 p.m. followed by roll call: Aldermen Tom Vos and Steve Rauch, Commissioners John Lynch, Bob Schulte, Darrel Eisenhardt, Bob Henney and Town of Burlington Representative Phil Peterson. Also present were: City Administrator Kevin Lahner, Building Inspector / Zoning Administrator Patrick Scherrer, City Planner Patrick Meehan of Meehan & Company, Inc. and Alderman Katie Simenson.

APPROVAL OF MINUTES

Alderman Rauch moved and Commissioner Henney seconded to approve the minutes of June 10, 2008. All were in favor and the motion carried.

CITIZEN COMMENTS

None.

PUBLIC HEARINGS

A. A Public Hearing to consider a Conditional Use Application from Natasha Spencer (New Edge Tool) for property located at 300 W. Market Street to use as a tool sharpening shop).

Mayor Miller opened the public hearing at 6:33 p.m.

Paul Mueller of ReMax, representative for the applicants, introduced himself and stated he could answer any questions or concerns. There were no public comments.

Alderman Vos moved and Commissioner Eisenhardt seconded to close the public hearing. All were in favor and the motion carried. The public hearing was closed at 6:34 p.m.

B. A Public Hearing to consider a Conditional Use Application from Marguerite Schroeder for property located at 148 W. Chestnut Street to use as a dog grooming shop.

Mayor Miller opened the public hearing at 6:34 p.m.

Dale Bruesewitz, owner, introduced himself and stated he could answer any questions or comments. There were no public comments.

Alderman Vos moved and Alderman Rauch seconded to close the public hearing. All were in favor and the motion carried. The public hearing was closed at 6:36 p.m.

C. A Public Hearing to consider a Conditional Use Application from H. James and Sons, Inc. for property located at 808 McHenry Street to use as a borrow pit for the Burlington Bypass project.

Mayor Miller opened the public hearing at 6:37 p.m.

Randy Henkel, representative for H. James and Sons, Inc. introduced himself and stated he could answer any questions or concerns.

Alderman Vos questioned where the trucks would be hauling materials. Mr. Henkel stated the trucks would go directly to the Bypass, not on McHenry Street (STH P). The trucks would be hauling raw dirt only.

There were no public comments.

Commissioner Schulte moved and Alderman Vos seconded to close the public hearing. All were in favor and the motion carried. The public hearing was closed at 6:37 p.m.

OLD BUSINESS

None.

NEW BUSINESS

A. Consideration to recommend approval of Resolution 4243(13), “A Resolution approving an expansion to the Burlington Manufacturing and Office Park (BMOP)” to the Common Council.

Mayor Miller opened this issue for discussion.

Alderman Rauch questioned who is responsible for the environmental and wetland due diligence. Administrator Lahner stated it will be the City’s responsibility.

Alderman Vos stated he is concerned that there will not be lots small enough for “mom and pop” businesses, further stating the community needs places for these businesses to go. Mayor Miller and Administrator Lahner explained that they are in the process of looking into creating smaller parcels (one to two acres) for the park and understand Alderman Vos’ concerns.

Commissioner Schulte questioned what is the purpose of this resolution. Administrator Lahner explained that it is a statutory requirement by the State to notify the public of a possible acquisition of land. He went on to explain that any purchase of property for the BMOP will have to go before the Common Council. He stated Mr. Boilini has expressed his willingness to sell this property and negotiations are already underway.

Roll Call: Ayes: Robert Henney, Tom Vos, Robert Schulte, John Lynch, Steve Rauch, Darrel Eisenhardt. Nays: None. Motion carried.

B. Consideration to recommend approval of Resolution 4244(14), “A Resolution of necessity in accordance with Wisconsin State Statutes 32.06(1) and 32.07(2) relating to the Burlington Area Manufacturing and Office Park (BMOP) expansion to the Common Council.

Mayor Miller opened this issue for discussion.

There were no comments.

Commissioner Lynch moved and Alderman Vos seconded to recommend approval to the Common Council. All were in favor and the motion carried.

C. Consideration to recommend approval of a Rezone Application to the Common Council from Dan Carmody and Tom Fitzpatrick to rezone property on N. Pine Street (former Bel-Mur property) from Rd-2, Two-Family Residence District to Rm-4/PUD, Multi-Family Residence District with a Planned Unit Development Overlay, subject to Kapur and Associates’ May 28, 2008 and Patrick Meehan’s May 30, 2008 memorandums to the Plan Commission.

Mayor Miller opened this issue for discussion.

Patrick Meehan addressed the Plan Commission stating that the developers have revised the site plan since his May 30, 2008 memorandum and some issues may have been corrected per his recommendations on that memorandum.

Administrator Lahner stated that the developers revised their plans after a meeting on July 2, 2008 with the neighbors of the development site and are well on their way to producing the detailed plans. Mr. Meehan reiterated that as part of the Planned Unit Development process, detailed plans will have to come before the Plan Commission.

Alderman Vos moved and Commissioner Schulte seconded to recommend approval to the Common Council. Alderman Rauch opposed this rezone request. The majority was in favor and the motion carried.

D. Consideration to approve a General Development Plan and Site Plan from Dan Carmody and Tom Fitzpatrick for the Riverview Village Apartments located on the north and south sides of N. Pine Street and W. Chestnut Street, subject to Kapur and Associates’ May 28, 2008 and Patrick Meehan’s May 30, 2008 memorandums to the Plan Commission.

Mayor Miller opened this issue for discussion.

Warren Hansen of Farris, Hansen & Associates, Inc., engineers for the Riverview Village Apartments gave a presentation to the Plan Commission. He explained the revisions made to the site plan including relocating the driveway 250 feet more to the east, creating a T-Turn around and relocating greenspace to the front of the property.

General project highlights include the following:

- Total site area = 2.78 acres.
- Overall density is 7.2 units per acre.
- Three 6-Unit buildings with attached garages on the north parcel.
- One 2-Unit duplex with attached garages on the south parcel.
- Each unit is over 1200 square feet in area.
- Building height is 33 feet.
- One common driveway access to and from STH 11.
- Bufferyards to be densely landscaped.
- 11 parking spaces (in addition to garage parking) for visitors.
- Average rent estimated at \$900 - \$1000 per month.
- Anticipated population of 50 people.
- Each unit to have individual metered services.
- Each unit to have private entrances.
- Units will allow for easy condominium conversion in the future.
- Earthwork and grading projected to begin in the Fall of 2008.
- Building construction projected to begin in the Spring of 2009.

Patrick Meehan questioned why the driveway is 35 feet wide as opposed to the minimum required 25 feet wide. He reminded the developers that this much extra pavement is not required and may create more run-off problems, require maintenance and take away greenspace. Mr. Hansen explained that the driveway width is to allow for emergency vehicle access, for ease in snow removal and for ease in accessing the garages.

Commissioner Lynch questioned why the driveway was relocated as now the ingress/egress are now located on a curve. Mr. Hansen stated the location of the drive is at the point of tangency of the curve and feels the visibility of STH 11 is adequate. He further stated the relocation was done to appease the recommendations from the neighbors who have private drives nearby.

Commissioner Henney stated he is concerned with the aesthetics of the duplex and questioned if the façade will match that of the turn of the century homes in the neighborhood. Mr. Hansen responded by stating that the exterior designs of the buildings have not been done yet, but will have similar features to the surrounding homes in the community, which will be brought forward with the detailed plan submittal.

Commissioner Lynch inquired if the duplex is planned to be converted to condominiums like the six-unit buildings. Mr. Hansen stated that the duplex will be rental units at first and then sold as a two-unit condominium ("twindominium") after about ten years and according to how the market conditions are.

Alderman Vos moved and Alderman Rauch recommend approval of a general development plan and site plan for property located on North Pine Street, subject to Kapur and Associates May 28, 2008 and Patrick Meehan's May 30, 2008 memorandums to the Plan Commission as follows:

- The proposed entryway landscaping and monument sign for the Lot 1 development appear to be located within the triangular vision clearance space. Also, the proposed entryway landscaping on the east side of the entryway to W. Chestnut Street for the Lot 2 development appears to be located within the triangular vision clearance space. These must be clarified (with precise dimensions indicated on the required Site Plan and Landscape) when the required "Detailed Plans" are submitted to the City by the applicant.
- For the Lot 1 development, a landscape bufferyard of a minimum bufferyard intensity factor of 5 is required on the northeast side of the property where the proposed Rm-4 District development abuts the M-2 District. The provision of this landscape bufferyard must meet the requirements set forth in Table 12 of the City Zoning Ordinance which specifically indicates minimum bufferyard width and minimum number of landscape plant materials required (by material type) per 100 linear feet of bufferyard required.
- For the Lot 1 development, a landscape bufferyard of a minimum bufferyard intensity factor of one (1) is required on the northwest side of the property where the proposed Rm-4 District development abuts the Rd-2 District. The provision of this landscape bufferyard must meet the requirements set forth in Table 8 of the City Zoning Ordinance which specifically indicates minimum bufferyard width and minimum number of landscape plant materials required (by material type) per 100 linear feet of landscape bufferyard required.
- For the Lot 2 development, a landscape bufferyard of a minimum bufferyard intensity factor of one (1) is required on the southeast side of the property where the proposed Rm-4 District development abuts the Rd-2 District. The provision of this landscape bufferyard must meet the requirements set forth in Table 8 of the City Zoning Ordinance which specifically indicates minimum bufferyard width and minimum number of landscape plant materials required (by material type) per 100 linear feet of landscape bufferyard required.
- Pursuant to the requirements of Section 315-48(D)(2), no off-street parking lot (such as the 8-stall lot located on the northeast side of Lot 1) serving more than five vehicles shall be closer than 8 feet to a side or rear lot line of an abutting lot or parcel. As currently drawn, this off-street parking lot appears to be only about 6 feet from the property line. This needs to be corrected and a revised "Land Concept Plan" and "Site Plan" submitted to the City. This requirement must be reflected in any forthcoming detailed plans.
- Section 315-48(M) sets forth the minimum required width of off-street parking rows and aisles. Based upon that requirement, a single row and aisle of 90-degree parking spaces needs to be a minimum of 45 feet in width. The proposed Site Plan does not meet this requirement since the width of single row and aisle of 90 degree parking spaces ranges from only 40 to 44 feet in width. Therefore, a revised "Land Concept Plan" and Site Plan needs to be prepared and submitted to the City which addresses

and corrects this issue and which meets these requirements of the City Zoning Ordinance.

- Pursuant to the requirements of Section 315-48(E), the proposed off-street parking and loading areas shall be paved with either asphalt or concrete. A revised Site Plan needs to be prepared and submitted to the City which addresses and corrects this issue and which meets this requirement of the City Zoning Ordinance.
- Pursuant to the requirements of Section 315-48(F) of the Zoning Ordinance, concrete curb and gutter meeting City specifications will need to be provided all proposed off-street parking areas. A note needs to be added to the revised Site Plan indicating where concrete curb and gutter are to be provided at the subject property in compliance with the requirements of Section 315-48(F) of the Zoning Ordinance.
- Total area to be included in the PUD, area of open space, residential density computations, proposed number of dwelling units, population analysis, availability of or requirements for municipal services and any other similar data pertinent to a comprehensive evaluation of the proposed development. This requirement must be noted on the revised site plan.
- A general summary of the estimated value of structures and site improvement costs, including landscaping and special features, and a general outline of the organizational structure of a property owner's or management's association must be noted on the revised site plan.
- The size, arrangement, and location of any individual building sites and proposed building groups on each individual site including floor plans and elevations for the proposed two-family building proposed for Lot 2 must be reflected in any forthcoming detailed plans.
- A detailed Landscape Plan, which indicates all required landscape bufferyards must be provided which meets all of the requirements of Section 315-138 titled "Landscape Plans" of the City Zoning Ordinance.
- The existing and proposed location of public sanitary sewer, water supply facilities, and stormwater drainage facilities must be noted on the revised site plan.
- The existing and proposed location of all private utilities or other easements shall be noted on the revised site plans.
- Existing topography on the site with contours at no greater than two-foot intervals must be noted on the revised site plan.
- Existing and proposed topography shown at a contour interval of not more than two feet at National Geodetic Vertical Datum of 1929 (mean sea level) must also be reflected in any forthcoming detailed plans
- The characteristics and types of soils related to the contemplated specific uses must be noted on the detailed site plan.

- The total number of off-street parking stalls must be specifically noted on the revised Site Plan.
- The type, size, and location of all structures and signs with all building and sign dimensions must be noted on the revised site plan.
- Floor plans and elevations for the proposed two-family building proposed for Lot 2 have and the dimensions for the proposed monument sign proposed for Lot 1 must be noted on the revised site plan.
- Height of all buildings, including both principal and accessory, expressed in both feet and stories noted on the site plan for both the 6-unit buildings and the 2-unit building must be noted on the revised site plan.
- Existing and proposed street names must be noted on the revised site plan.
- Existing and general location of proposed sanitary sewers, storm sewers (including direction of flow), water mains, and fire hydrants, including all locations for the proposed connections to such utilities must be noted on the revised site plan.
- Location of any proposed stormwater management facilities, including detention/retention area(s) noted on the site plan. Stormwater calculations which justify the stormwater detention/retention area(s) must be noted on the revised site plan and shall indicate how the planned stormwater drainage system meets the requirements of the City's stormwater management plan.
- A landscape plan meeting the requirements set forth in Section 315-138 of the City Zoning Ordinance which indicates all required landscape bufferyards must be submitted with the revised site plan review application for Plan Commission review and approval.
- Density of residential uses and the number of dwelling units by type shall be noted on the revised site plan.
- General location and purpose of each building proposed for the property must be graphically indicated on the revised site plan.
- Location of pedestrian sidewalks and walkways to be constructed or reconstructed along N. Pine Street or W. Chestnut Street contiguous to the subject property must be noted on the revised site plan.
- A graphic outline of any development staging or phasing which is planned must be noted on the revised site plan.
- Architectural plans, elevations, and perspective drawings and sketches illustrating the design, character, materials, and dimensions of proposed structures must be noted on the revised site plan.

- Lighting data shall be submitted which indicates the location, type, and illumination level (in foot-candles) of all outdoor lighting proposed to illuminate the site must be noted on the revised site plan.
- Location of all existing and proposed easements on the site, including natural resource protection and mitigation area easements, landscape easements, access easements, utility easements, and all other easements, must be noted on the revised site plan.
- Storm water management facilities have been identified on the concept plan. Storm water computations should accompany future site plan submittals.
- The revised site plan must provide dimensions for drive lane widths, parking stalls.
- Detailed grading plans, stormwater plans, erosion control plans, and utility plans along with all supporting computations and details must be indicated on the revised site plan.
- The revised site plan must provide turning movements showing the maximum vehicle length that can make the U-turn near the dumpster pad.

All were in favor and the motion carried.

E. Consideration to approve a Conditional Use and Site Plan application from Natasha Spencer (New Edge Tool) for property located at 300 W. Market Street to use as a tool sharpening shop, subject to Kapur and Associates' June 25, 2008 and Patrick Meehan's June 27, 2008 memorandums to the Plan Commission.

Mayor Miller opened this issue for discussion.

Paul Mueller, agent for Natasha Spencer, addressed the commission regarding Pat Meehan's recommendations. He stated he felt the lighting is sufficient for the lot and building. He further went on to say that there will only be one employee that will pick up and deliver products, and felt the parking both on the property and off-street were sufficient. He explained that there is a chain link fence around a portion of the property and many mature trees to act as a bufferyard without having to add more. He feels the business will be a good use for the neighborhood.

Commissioner Lynch responded to Mr. Mueller stating that every Conditional Use applicant feels they have adequate parking. He explained that people will arrive at businesses when not expected. He stated he is not comfortable allowing this applicant to avoid the requirements and not let the next Plan Commission applicant to do the same. Mr. Mueller replied that the applicants are willing to work with the requirements.

Mr. Meehan stated that a handicap parking stall is required per State of Wisconsin ADA requirements. He further stated he more concerned with the bufferyard and feels it should be better marked on the site plan.

Commissioner Henney mentioned that he feels a railing should be put up on the concrete slab along Market Street for safety purposes.

Mr. Meehan stated the lights are not full cut-off code compliant lights. Patrick Scherrer mentioned that some businesses will install shields on the lights as opposed to replacing the entire light. Mr. Mueller responded by stating he feels there is substantial lighting on the streets.

Administrator Lahner expressed his concern with the bufferyard and feels it should be increased due to the residential properties next to the building.

Mayor Miller stated he would like to see a revised site plan with Patrick Meehan's recommendations submitted to City staff for review.

There were no further comments.

Commissioner Vos moved and Commissioner Rauch seconded to approve a Conditional Use Permit for Natasha Spencer for property located at 300 W. Market Street, subject to Kapur and Associates' June 25, 2008 and Patrick Meehan's June 27, 2008 memorandums to the Plan Commission as follows:

- One (1) of said four (4) parking stalls shall be designed for persons with disabilities and a revised Site Plan submitted indicating its location and dimensions pursuant to the requirements of Section 315-48(H) and Table 4 of the City Zoning Ordinance.
- The two (2) westerly proposed off-street parking stalls must provide a minimum of 180 square feet each with a minimum required width of 9 feet without using part of the Market Street public right-of-way and shown on a revised Site Plan submitted to the City staff for review.
- A 6-foot solid fence to replace the existing chain-link fence on the north property line would be a reasonable alternative for the required bufferyard plantings.
- On the west property line, the applicant meet all of the requirements of Section 315-52(H) of the City Zoning Ordinance and install the required landscape bufferyard of an intensity factor of 3 (including 6-foot tall solid fence and landscape plant materials) as set forth in Table 10 of the City Zoning Ordinance which must be submitted with the revised Site Plan.
- A catalog page, cut sheet, or photograph of the luminaire including the mounting method, a graphic depiction of the luminaire lamp (or bulb) concealment, and graphic depiction of light cut-off angles shall be submitted to City staff for review.
- A photometric data test report of the proposed luminaire graphically showing the lighting distribution in all angles vertically and horizontally around the luminaire shall be submitted to City staff for review.
- A plot plan, drawn to a recognized engineering or architectural scale, indicating the location of the luminaire(s) proposed, mounting and/or installation height in feet, the overall illumination levels (in footcandles) and lighting uniformities on the site, and

the illumination levels (in footcandles) at the property boundary lines. This may be accomplished by means of an isolux curve or computer printout projecting the illumination levels shall be submitted to City staff for review.

- The site size must be indicated on a revised Site Plan.
- The owner's name and address must be indicated on a revised Site Plan.
- The height of the existing building (in feet and stories) must be indicated on a revised Site Plan.
- A Landscape Plan is required which meets the requirements of Section 315-138 of the City Zoning Ordinance.
- If any outdoor lighting is contemplated to serve the off-street parking lot, outdoor lighting data are required which indicate location, type, and illumination level (in footcandles) of all outdoor lighting proposed to illuminate the site. It is recommended that total cut-off luminaires be used throughout the site meeting the requirements of Sections 315-137(C)(25) of the City Zoning Ordinance.

All were in favor and the motion carried.

F. Consideration to approve a Conditional Use and Site Plan application from Marguerite Schroeder for property located at 148 W. Chestnut Street to use as a dog grooming shop, subject to Kapur and Associates' June 25, 2008 and Patrick Meehan's June 27, 2008 memorandums to the Plan Commission.

Mayor Miller opened this issue for discussion.

Patrick Scherrer informed the commission that a recommendation from the Historic Preservation Committee has been submitted regarding the existing sign on the building. The owner would like to keep the current sign, original to the building, restore it and change the lettering as needed. This recommendation will need the final approval of the Common Council. Alderman Vos expressed his support to keep the sign.

Patrick Scherrer also informed the commission that there is a lengthy curb cut of approximately 67 feet that should be shortened to allow for more downtown parking. This curb cut was originally used as the drive for the former gas station.

Alderman Vos questioned if shortening the curb cut this would go under the Street and Sidewalk Improvement Program. Mayor Miller stated it would be the owner's responsibility to pay for the installation of the curb.

Dale Breusewitz, owner, expressed his disapproval with this requirement and felt the City should have corrected the curb cut problem when they did street repair work in the area after the gas station closed in the 1980's.

Alderman Vos stated that he feels businesses that pay taxes shouldn't be forced to take care of this type of issue.

Mayor Miller reminded the commission that the number one complaint for the downtown area is the lack of parking. Shortening the curb cut would allow for additional parking stalls.

Alderman Rauch and Commissioner Schulte stated they agreed with Alderman Vos' concerns and felt the City should pay for the work.

Commissioner Lynch questioned if the property owner could install a post or fence along the curb cut to keep patrons from using it as a drive, while allowing for the parking stalls on the street. He further stated that the applicant has applied for a Conditional Use and they need to follow the regulations like other Plan Commission applicants have.

Discussion ensued regarding what type of material would be acceptable to use as a barrier with the final decision and review to be given by the Historic Preservation Committee.

No further comments were made.

Commissioner Lynch moved and Commissioner Eisenhardt seconded to approve a Conditional Use Permit for Marguerite Schroeder for property located at 148 W. Chestnut Street, subject installing a barrier on the property to block the curb cut with HPC approval, Kapur and Associates' June 25, 2008 and Patrick Meehan's June 27, 2008 memorandums to the Plan Commission as follows:

- Any improvements made to the exterior of the property should meet the planned intent of the above 1st sentence of the "R-4 Redevelopment Area" statement as well as the various requirements of the HPO Historic Preservation Overlay District as deemed appropriate by the Historic Preservation Commission of the City of Burlington.
- No sales or services may be offered outside of an enclosed building, and no boarding or breeding of animals takes place on the premises.
- Any structural or appearance changes to the subject property are regulated by the provisions of Section 315-42(E) of the City Zoning Ordinance and require review by the Historic Preservation Commission and a Certificate of Appropriateness.
- If any exterior lighting is proposed at the subject property, lighting requirements must be met for uses in the B-2 District pursuant to Section 315-27(I) of the City Zoning Ordinance and a lighting plan and supporting lighting data submitted accordingly:
- A lighting plan must be submitted pursuant to the requirements of this subsection shall have, at a minimum, the following elements:
 - A catalog page, cut sheet, or photograph of the luminaire, including the mounting method, a graphic depiction of the luminaire lamp (or bulb) concealment, and graphic depiction of light cutoff angles.

- A photometric data test report of the proposed luminaire graphically showing the lighting distribution in all angles vertically and horizontally around the luminaire.
- A plot plan, drawn to a recognized engineering or architectural scale, indicating the location of the luminaire(s) proposed, mounting and/or installation height in feet, the overall illumination levels (in footcandles) and lighting uniformities on the site, and the illumination levels (in footcandles) at the property boundary lines. This may be accomplished by means of an isolux curve or computer printout projecting the illumination levels.
- Pursuant to the requirements of Section 315-137C(9), the type and size of all signs (grounded-mounted signs) with sign dimensions must be noted on the revised Site Plan.
- Pursuant to the requirements of Section 315-137C(10), the building height must be noted on the revised Site Plan.
- Pursuant to the requirements of Section 315-137C(13), all building and yard setbacks must be noted on the revised Site Plan.
- Pursuant to the requirements of Section 315-137C(26), any existing or proposed easements must be noted/labeled on the revised Site Plan (including utility easements, such as for overhead wires).

All were in favor and the motion carried.

G. Consideration to approve a Conditional Use and Site Plan application from H. James and Sons, Inc. for property located at 808 McHenry Street to use as a borrow pit for the Burlington Bypass project, subject to Kapur and Associates' June 25, 2008 and Patrick Meehan's June 27, 2008 memorandums to the Plan Commission.

Mayor Miller opened this issue for discussion.

There were no comments.

Alderman Vos moved and Alderman Rauch seconded to approve a Conditional Use Permit for H. James and Sons, Inc. for property located at 808 McHenry Street, subject to Kapur and Associates' June 25, 2008 and Patrick Meehan's June 27, 2008 memorandums to the Plan Commission as follows:

- Submit to City staff a list of equipment, machinery, and structures to be used the borrow pit; the source, quantity, and disposition of water to be used at the borrow pit; the proposed access roads; the depth of all proposed excavations; and a restoration plan (including a final grading plan); and all required financial sureties, which will enable the City to perform the planned restoration of the site in the event of default by the applicant.

- The setbacks for the borrow pit (meeting the requirements of Section 315-15(C)(10) of the City Zoning Ordinance) must be indicated on a Site Plan drawing of the subject property and submitted to the City staff.
- A survey must be taken after construction activities stop and the restoration of the site to assure that the site has positive drainage to the south.

All were in favor and the motion carried.

H. Consideration to recommend approval of a Certified Survey Map from Tom Vos on behalf of Romata, LLP for property located at 150 Longmeadow Drive, subject to Patrick Meehan's June 27, 2008 memorandum to the Plan Commission.

Mayor Miller opened this issue for discussion.

Alderman Vos excused himself from this topic at this time and stated the CSM is not from "Alderman Vos" as stated on the coversheet, rather from Romata, LLP.

There were no comments.

Commissioner Eisenhardt moved and Commissioner Schulte seconded to recommend approval of a Certified Survey Map from Romata, LLP for property located at 150 Longmeadow Drive, subject to Patrick Meehan's June 27, 2008 memorandums to the Plan Commission as follows:

- The existing shed needs to be either removed or placed to meet the various setback requirements for an accessory structure on either Lot 1 or Lot 2 (note: relocation of the existing shed on proposed Lot 2 can only occur after the principal structure has been constructed) as it is nonconforming. A note shall be placed on the face of a revised Certified Survey Map submitted to City staff for review indicating that said shed shall be removed from its nonconforming location within six (6) months of the Common Council's approval of the Certified Survey Map.
- The existing concrete slab and asphalt located at the southwest corner of proposed Lot 2 are to be removed and vehicular access to proposed Lot2 from Longmeadow Drive mustl be from a new driveway located about29+/- feet from the west property line of proposed Lot 2. A note must be placed on the face of a revised Certified Survey Map submitted to City staff for review indicating that said existing concrete slab and asphalt located at the southwest corner of proposed Lot 2 are to be removed within six (6)months of the Common Council's approval of the Certified Survey Map.

All were in favor and the motion carried.

Alderman Vos returned to the meeting at this time.

I. Consideration to recommend approval of an Extraterritorial Certified Survey Map to the Common Council from Daniel Powers for property located at W923 Spring Prairie Road in the Town of Spring Prairie, subject to Patrick Meehan's June 27, 2008 memorandum to the Plan Commission.

Mayor Miller opened this issue for discussion.

There were no comments.

Commissioner Lynch moved and Commissioner Henney seconded to recommend approval of a Extraterritorial Certified Survey Map from Daniel and Debbie Powers for property located at W923 Spring Prairie Road in the Town of Spring Prairie, subject to Patrick Meehan's June 27, 2008 memorandums to the Plan Commission as follows:

- The Certified Survey Map meeting all Walworth County Zoning Ordinance requirements and the submission to the City of Burlington of signed certifications of the proposed Certified Survey Map by the property owner, the Town Board of the Town of Spring Prairie, and the Walworth County Land Management Committee.

All were in favor and the motion carried.

OTHER MATTERS

None.

ADJOURNMENT

Alderman Vos moved and Alderman Rauch seconded to adjourn the meeting at 7:58 p.m. All were in favor and the motion carried.

Adjourned at 7:58 p.m.

Recording Secretary – Megan E. Johnson